

## Resident Application Instructions



Agent Licensing & Education

## How to Apply for a Resident License

Go to www.nipr.com

## To become a licensed insurance producer in West Virginia you must complete the following requirements:

- 1. On left look for "Licensing & Renewal Applications" and click on the words Producer /Agent/Broker/Business/Agency/Adjuster
- 2. In the middle of the page it says **I would like to... Apply for a new license** click on the word "Resident"
- 3. At the Announcements page scroll down to the bottom of the screen and select "Begin"
- 4. Scroll to bottom of the <u>Use Agreement</u> page and click on "Accept"
- 5. **Resident Licensing SIGN-IN** page This page begins the application
- 6. Use drop down and click on your home state.
- 7. Click on the License Type you are applying for.
- 8. Click on dot by "Apply for a new Resident License OR resume an existing application"
- 9. Enter the SSN or FEIN #, click "Next"
- 10. <u>LICENSE SELECTION</u> page click on the box next to Producer/Company Adjuster/Crop Adjuster/Public Adjuster/Surplus Lines click on "Next"
- 11. **LOA SELECTION** page If you selected "Producer" click on the boxes to indicate what line of authority you want in West Virginia, click "Next"
- 12. **PERSONAL DATA** page enter your personal data paying special attention to items marked with a red \* once completed click on "Next"
- 13. **<u>BUSINESS DATA</u>** page enter your business data paying special attention to items marked with a red \* once completed click on "Next"
- 14. At next page select or enter mailing address and click "Next"
- 15. **ALIASES** page enter any aliases you might have done business as and click "Next"
- 16. <u>AGENCY OR BUSINESS ENTITY AFFILIATIONS</u> page West Virginia does not require affiliations, scroll down to bottom of page and click "Next"
- 17. **EMPLOYMENT HISTORY** page please enter 5 years of employment history and click on "Next". (If unemployed enter "unemployed" and dates of unemployment)
- 18. **BACKGROUND** page Answer all background questions and click on "Next"
- 19. <u>APPLICANTS CERTIFICATION AND ATTESTATION</u> page Read and scroll to bottom and click on the box next to "Agree", click on "Next"

- 20. <u>VERIFICATION EMAIL</u> page If you need to enter an alternate email address please do and then click on "Next"
- 21. **SUBMITTER** page click on button next to "Yourself" (unless you are not the producer that is being applied for then click on the button next to "on behalf of Someone Else" and fill in all information) Click on "Next"
- 22. **FEE DETAILS** page Review of the fee, if the license has expired within 1 year you will be required to pay the late renewal fee, click "Next"
- 23. Please click the dot next to how you want to pay, billing details will automatically come up to the left, fill them in and press "Next"

If you have any problems please contact NIPR at 855-674-6477 or you can email <a href="mailto:customerservice@nipr.com">customerservice@nipr.com</a>